

Approved Minutes
Nevada State Emergency Response Commission
Policy Committee
Professional Engineers & Land Surveyor's State Board Room
1755 E. Plumb Lane, Ste. 130
Reno, Nevada
December 2, 2004

Members Present

Jim O'Brien
Jolaine Johnson
B. Jim Reagan
Larry Farr

Members Absent

Richard Mirgon

Guests

Staff

Karen Kennard
Bruce Ferrel
Cheryl Folkers
Glade Myler

I. Call to Order

Jim O'Brien called the meeting to order at 9:10 a.m.

II. Introductions

Introductions were made around the room as shown above.

III. Old Business

A. Approval of the April 21, 2004 meeting minutes

B. Jim Reagan motioned to approve the minutes of the April 21, 2004 meeting. Jolaine Johnson seconded the motion which was approved unanimously.

IV. New Business

A. Discussion of and possible revision to SERC Policy 8.5, Funding of Grants, to include a minimum amount of expenditures incurred prior to the SERC requiring a request for reimbursement

Karen Kennard, Executive Director of SERC, stated some of the LEPCs wanted to wait for a minimum amount of expenditures rather than having to submit a report within thirty days of the expenditure as the policy currently reads. This item was taken to the SERC, but no action was taken. This policy is currently in the Nevada Administrative Code (NAC) as a thirty day reimbursement for expenditures. After discussion on this issue, Ms. Johnson motioned to recommend to the SERC that the Legislative Committee consider changing the NACs to allow the LEPCs to submit expenditures as often as they would like or at least quarterly. Larry Farr seconded the motion, which was approved unanimously.

B. Discussion on developing a SERC policy regarding the submission of the form to report exercises conducted by LEPCs

Ms. Kennard stated the SERC has adopted the new one page exercise form. This allows the LEPC to file either the FEMA exercise form or the one page exercise form. Ms. Kennard also provided SERC policy 8.6 for the Committee to review. It was discussed as to when the LEPCs should send the exercise form to staff. It was stated to have it due the first of the year at the same time the Hazardous Materials plan is due. This will allow the Planning and Training Subcommittee to review the exercise forms along with the plans. The Committee reviewed policy 8.6 and suggested minor changes to the policy including having the exercise forms due by January 31 of each year. Mr. Reagan motioned to recommend approval of SERC policy 8.6 to the SERC. Ms. Johnson seconded the motion which was approved unanimously. Discussion was also held regarding developing a policy to require the Planning and Training Subcommittee to review the forms. This item was deferred to the next meeting so it could be agendaized.

C. Discussion on developing a policy regarding LEPCs not in compliance at the end of the grant period with SERC requirements and policies governing federal grant funds. If SERC deobligates grant funds due to non-compliance, the authority for the funds must be reverted to the federal agency.

Ms. Kennard provided the Committee with a working policy for review. This policy was created due to a LEPC who received federal grant funds and was not in compliance with SERC. If the federal grant funds were not used by the LEPC the funds would have been reverted back to the federal agency because it was too late to allocate the funds to another LEPC. After discussion the Committee decided not to recommend changes to this policy. If a grantee is not in compliance and funding reverts to the federal agency, the county will be responsible for payments of expenditures. This language will be added to the letters sent with the grant awards.

D. Discussion of and possible revision to SERC policy 8.2, Grant Applications, Grant Awards, regarding the requirement that all training requests be made through the State Fire Marshal's Office prior to inclusion in grant application to the SERC

Some of the LEPCs have requested a change in policy 8.2, which requires the State Fire Marshal to decline training prior to requesting funding from SERC, even if the training is not included in the State Fire Marshal's training catalog. Ms. Kennard stated this policy is in NAC and does state all training requests have to go through the State Fire Marshal's Office. This policy was developed to ensure efficient use of hazmat training funding and to advise the State Fire Marshal of the training being requested. After discussion it was decided not to change SERC policy 8.2 or the NACs.

E. Discussion on developing policy for allocating revenue derived from sale of “United We Stand” license plate

Ms. Kennard stated as of November 14, 2004, approximately \$50,000 has been collected from the sale of the license plates. Nevada Revised Statutes (NRS) states the funds must be used to combat terrorism. Glade Myler noted the Division of Emergency Management has been designated by the Governor as the State Administrative Agency (SAA) to allocate all funds related to combating terrorism. Ms. Kennard stated SAA is generally a term associated with federal funds. This issue was discussed at the SERC meeting and referred to the Policy Committee to develop a policy to allocate the funds received from the sale of the plates. The Committee recommends to the SERC to amend SERC policy 8.2 to include license plate revenue and for staff to create a new policy for the allocation of funds from the sale of the license plate. Mr. Reagan motioned to direct staff to prepare a draft policy 8.2 to identify the revenue source funding and prepare a separate policy to allocate the funds received. Mr. Farr seconded the motion which was approved unanimously. Mr. Farr motioned to direct staff to draft a policy for the “United We Stand” license plate mirroring policy 8.2 and to include administrative costs for administration of the grant. Ms. Johnson seconded the motion which was approved unanimously.

The next Policy Committee meeting was scheduled for January 13, 2005, to be held before the SERC quarterly meeting.

IV. Public Comments

There was no public comment.

V. Adjournment

Mr. Farr motioned to adjourn at 11:07 a.m.